



## **5300 DEPARTMENT ARMORY AND FIREARMS**

### **5310 ARMORY PROCEDURES**

#### **5311 General** (Revised August 27, 2018)

Firearm instructors shall monitor and document department firearm proficiency training. Armorers assigned to the training center shall report to the firearms proficiency skills sergeant.

#### **5312 Inspections**

The firearms proficiency skills sergeant on a monthly basis will conduct inspections of the armory. After each inspection, the proficiency supervisor will forward to the training division commander a report containing the findings of the inspection. Each inspection will include a review of:

- the safety of the physical plant,
- the use of armorer tools and equipment, and
- compliance with established armory rules and procedures.

The training division commander will conduct formal inspections of the armory on an as-needed basis.

#### **5313 Armory Safety**

##### **5313.1 Physical Plant:**

Armorers will be responsible for:

- Establishing and maintaining clean, safe, efficient and organized work areas.
- Keeping the armory free from debris, empty boxes, and clutter.
- Reporting any unsafe conditions to the Proficiency Supervisor as soon as practical.

##### **5313.2 Tools, Equipment and Supplies**

- All armory tools, equipment and supplies will be used in accordance with manufacturer or established safety practices.
- Tools, equipment and supplies will be put back in their normal storage areas when not in use.
- Gunsmithing tables shall be kept clean and uncluttered when not in use.
- Live ammunition shall not be stored or placed on gunsmithing tables.
- Dangerous items such as cleaner, solvents and other controlled substances shall be used and stored in accordance with manufacturer's suggestions and shall be kept in plainly marked containers.



### **5313.3 Security**

All armory alarm systems shall be set at the end of the workday. Absent exigent circumstances, only Tucson Police armorers and their immediate supervisor only are to be allowed into secure areas of the armory. The Training Division Commander must approve any deviation from this policy.

Firearms, ammunition, magazines, and other such items will be properly stored in the appropriate location within the armory.

### **5314 Inventories**

It shall be the TPD armorer's responsibility to establish and maintain inventories of the following:

- all firearms stored in the armory,
- simunition firearms,
- firearms being repaired,
- firearms being stored for auction, trade or sale,
- ammunition including blank, practice, frangible and simunitions,
- replacement parts for firearms when such part is worth \$50.00 or more,
- tools and equipment, not on the department inventory, when such tool or item is worth \$100.00 or more, and
- property listed on the department inventory.

Property listed on the department inventory will be inventoried on a yearly basis established by the police logistics division. The ammunition inventory will be completed monthly. All other inventories maintained by the armory shall be completed once per quarter.

### **5315 Armorer Certifications**

Armorers shall obtain and maintain certification in the following areas:

- Glock (all systems),
- Remington 870 shotgun,
- Colt (all systems),
- Smith and Wesson (all systems), and
- Sig Sauer (all systems).

## **5320 FIREARMS**

### **5321 Issue and Return**

When the armorer issues or notes the return of firearms, it shall be listed by manufacturer, serial number, description, and date on the Inventory Control Form. When applicable, the person to whom the firearm was issued or from whom it was received shall be noted by name and payroll number.



Returned firearms shall be inspected by the armorer to determine the condition of the weapon. If necessary, the firearms shall be cleaned and repaired by the armorer prior to the firearms being placed in the appropriate storage.

When a shipment of new firearms is received, the armorer shall, as soon as practical, inventory the shipment by manufacturer, serial number, description and date. This inventory shall then be entered into the Weapons Control database by the firearms section of the training division.

Any and all firearms that are issued or carried by department personnel shall be inspected by the department armorer prior to carry.

#### **5322 Repair and Testing**

The TPD armorer has the responsibility for firearms repair and testing as requested by members of the department and as approved by the training division commander. Members shall not modify or attempt to repair any department firearm without written authorization from the training division commander.

When a department firearm is brought to the armory for repair, the following procedure will be followed:

- A Firearms Repair Form is initiated.
- The firearm is examined by the armorer for malfunctions or damage.
- If a malfunction cannot be determined by visual examination, the armorer shall test fire the weapon, if possible, on the firearms range to determine the problem.
- The armorer will make the necessary repairs, if possible.
- The armorer will enter the firearms information and repair into the database.
- In the event the armorer cannot complete the necessary repairs, the firearm will be taken to the repair facility under contract with the City of Tucson or it will be returned to the manufacturer. Factory returns require the firearm to be securely packaged and shipped via contract carrier.

In the event a department member brings the firearm to the armorer for repair, and the firearm cannot be repaired within a time frame allowing the member to wait, a replacement firearm shall be issued.

#### **5323 Annual Inspection and Maintenance**

Inspection of department firearms will be completed according to the manufacturer's standards. All department firearms will be inspected annually by the armorer. During this inspection the following will be noted on an inspection form:

- Name and payroll number of member in possession of department firearm.
- Manufacturer, serial number and description of the firearm.
- Any problems with firearm including needed repairs, lack of maintenance and any complaints or comments about the weapon by the member.



The armorer will inspect and clean department shotguns once annually. All shotgun ammunition will be replaced annually. Ten (10) rounds of poly ammunition will be reissued for each shotgun.

Those shotguns assigned to operations bureau divisions will be cleaned and inspected at the storage location for each of the divisions or at the armory depending on the schedules.

When a firearm is brought to the armorer for repair or maintenance and is found to be economically unsound to repair, that weapon shall be retired and not reissued.

**5324 Research**

The armorer is responsible for conducting thorough, effective and timely research pertaining to the use, purchase, replacement, repair and maintenance of firearms for the Tucson Police Department.

Requests for the armorer to conduct firearms related research will first be approved by the training division commander and then forwarded to the proficiency supervisor for documentation.

**5330 ARMORY FIREARM ACCOUNTS**

**5331 New Purchase**

The armorer is responsible for maintaining the inventory of new firearms in stock and for requesting the purchase of new firearms for the department when the need arises. When it is determined that new firearms must be purchased, the armorer shall submit the requests through proper channels following training division guidelines.

Shotguns are not ordered or replaced annually, and will be purchased on an as-needed basis. Shotguns will be purchased on an as-needed basis determined by annual inspections. When the armorer determines that a shotgun is needed, they shall submit a requisition as with handguns.

When the armorer determines that a large number of shotguns, more than six (6), this purchase shall be planned for in advance. Funds for the purchase of a large number of shotguns will be requested in the annual budget based on need.

**5340 OTHER FIREARM INFORMATION**

**5341 Safeguarding Firearms**

Members shall ensure that all firearms and ammunition are locked or safely secured while in their homes, vehicles, or any other area under their control in a manner that will keep the firearms inaccessible to others who should not be allowed to access them. Firearms shall not be left in a vehicle during a member's scheduled time off for more than 10 consecutive hours. Additionally, members shall not permit department-issued firearms to be handled by anyone not duly authorized by the agency to do so.

Members will consider the following safety measures for secure firearm storage to augment the cable locks issued through the department:



- firearm safe,
- lock box,
- trigger or chamber lock, and
- workplace locker.

Members should be aware that the negligent storage of a firearm could result in criminal and civil liability.

**5342 Personal Purchase and Off-Duty/Auxiliary Firearms**

The training division commander shall approve all employment verification letters for authorization to purchase firearms or high-capacity magazines from licensed dealers.

When a department member purchases or possesses a firearm intended to be used as an off-duty or auxiliary weapon, it will be inspected by the armorer before that member utilizing the weapon in any official capacity. The armorer will make sure that the weapon itself is safe, that the member can safely handle the purchased weapon, and the weapon complies with TPD *General Orders*. The member must successfully complete the standard auxiliary weapon qualification course before they carry the weapon.

**5343 Firearms Testing for Court**

The armorer is sometimes called upon to test a firearm by department units and outside agencies such as the Pima County Attorney's Office. The training division commander's approval is required prior to the armorer conducting such tests.

The request for firearms testing shall be in writing and shall contain the following information if available:

- the case number,
- the description of the firearm to be tested,
- the serial number of the firearm to be tested,
- the name, identifying number and agency name of the person making the request, and
- specific tests requested.

The armorer will test firearms in the areas requested. Upon conclusion of the firearm testing, the armorer shall complete a *Supplementary Report* if an original *Multi-Purpose Report* had been done, and a *Firearm Evaluation Form*.

**5344 Clearing Unsafe Firearms**

Members coming into possession of firearms cannot be made safe, shall contact an armorer to do so. If the armorer must take possession of the weapon, the proper evidence paperwork shall be completed. In any event, the armorer must complete a *Supplementary Report* detailing their handling of the weapon. Firearms that cannot be made safe, but are still required to be held for evidentiary purposes will be held in the armory safe. The department armorer is responsible for transporting firearms that have been rendered safe at the armory to Evidence for storage.



Department armorers shall transport and handle any weapon that cannot be made safe (e.g. for court purposes).

**5345 Armory Office and Equipment**

The armorer will have the charge, custody and care of maintaining a clean armory office and the property assigned to the armory and the firearms range. The armorer, in close concert with the Firearms Proficiency Supervisor will also be responsible for the procurement, maintenance and inventory of present or needed equipment.

**5350 TRANSFER OF FIREARMS TO DEPARTMENT USE**

**5351 General**

Tucson Police Department Evidence Section will contact the armory periodically to make notification of a pending destruction of firearms.

As soon as practical, the armorer will respond to the Evidence Section and examine the firearms. Firearms in good enough condition for Department use will be transferred to the armory by the armorer. The armorer responding to examine the firearm shall complete all necessary paperwork.

**5352 Transfer Procedures**

The following are the procedures to be used by the armorer to transfer firearms and ammunition from the evidence section to the armory:

- When a notice of pending destruction has been received from the evidence section the armorer will make arrangements to respond and examine the property.
- Evidence section personnel assigned to the destruction process and the armorer will inventory firearms to be transferred to the armory.
- The property to be transferred to the armory will be moved by the armorer.
- Those firearms reserved for use by the department will be transferred to the department inventory.
- This information is prepared by the armorer and entered into the computer database by the armorer.

**5360 AMMUNITION**

**5361 Research**

The armorer and the firearms proficiency supervisor shall be responsible for conducting thorough, effective and timely research pertaining to the use, purchase, maintenance and replacement of ammunitions used by the Tucson Police Department.

**5362 Purchase**  
Ammunition research by the armorer shall first be approved by the training center commander.



During the planning stage for the following fiscal year budget, the armorer and the firearms proficiency supervisor shall determine the ammunition needs for the department. This includes, but is not limited to, training, replacement and new issue ammunition.

The armorer shall be responsible for assuring that enough of the different types of ammunition utilized by the department are on hand in the armory to meet the demands of training, issue and replacement.

The armorer is responsible for the purchase of ammunition needed for firearms testing, courtroom/special request for test firing and firearms demonstrations. Whenever possible, transferred ammunition will be utilized for these purposes.

#### **5363 Storage and Issuing**

All bulk ammunition for department use shall be stored in the armory. The armorer and the firearms proficiency supervisor shall be responsible for bulk ammunition:

- security,
- inventory,
- accountability, and
- condition.

##### **5363.1 Issue Ammunition**

Issue ammunition will be stored in the armory's ammunition storage area only. When issue ammunition is distributed, the armorer will use the Ammunition Control Database to transfer ammunition to firearms instructors. Only that amount of issue ammunition to be distributed during a training segment will be checked out of the armory.

##### **5363.2 Practice Ammunition**

Bulk practice ammunition will be stored in the armory's ammunition storage area only. Practice ammunition may be signed out of the armory by a firearms instructor on an as-needed basis under the supervision of the armorer and the firearms proficiency supervisor. Each time practice ammunition is taken from the armory, an entry of this movement shall be made in the Ammunition Control Database.

##### **5363.3 Inventory**

It shall be the responsibility of the armorer and the firearms proficiency supervisor to establish and maintain the inventory systems of department ammunition and to ensure that the systems are utilized.